

# Gresham-Barlow SD 10

Code: **GAB**  
Adopted: 7/11/94  
Readopted: 1/11/01; 5/02/02; 12/02/10;  
10/02/14  
Orig. Code(s): GAB

## Job Descriptions

Employee position descriptions shall be maintained for each position and must at least include the following two features:

1. Describe the relationships of the position to the organizational structure of the district; to whom is the person responsible and who does he/she supervise; and an outline of minimum qualifications and terms of employment;
2. Statement of essential job functions and responsibilities followed by a description of the more specific tasks to be performed.

Job descriptions serve:

1. To describe all essential functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation;
2. To describe attendance standards;
3. To help applicants determine the qualifications needed to fill a position;
4. To help district administrators determine which candidates to recommend for appointment; and
5. To assist administrators in the evaluation of the employee's performance of position responsibilities.

"Essential functions" as used in this policy means the fundamental job duties of the employment position. A job function may be considered essential for any of several reasons, including but not limited to the following:

1. The function may be essential because the reason the position exists is to perform the function;
2. The function may be essential because of the limited number of employees available among whom the performance of the job function can be distributed; and/or
3. The function may be highly specialized so that the individual is hired for his/her expertise or ability to perform the particular function.

Job descriptions will be developed under the supervision of the superintendent for each position in the district. Each job description shall be dated. As job descriptions are reviewed and/or revised new dates will be affixed.

Job descriptions will be coded and retained electronically. The descriptions will be available for inspection by any district employee or patron. Each employee shall receive a copy of his/her job description.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.850\(2\)\(b\)\(A\)](#)

[OAR 581-022-1720](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212.

Title II of the Genetic Information Nondiscrimination Act of 2008.

Section 503 of the Rehabilitation Act of 1973.

Americans with Disabilities Act Amendments Act of 2008.

**Cross Reference(s):**

ACA - Americans with Disabilities Act

GCBDB/GDBDB - Early Return to Work